



***Howard County Historical Society Inc.  
1200 West Sycamore  
Kokomo Indiana 46901  
(765) 452-4314***

**The Seiberling Mansion:** includes the interior, grounds, and porches.

\$450.00 Rental Fee (Due at signing) for a minimum of 2 hours and \$100.00 for each additional hour. \$200.00 Damage Deposit is due at signing.

**The Elliott House:** includes first floor, catering kitchen and 2<sup>nd</sup> floor dressing room for bride, plus tables & chairs for 50 people.

**Full day rental** - \$350.00 with \$200.00 damage deposit (due at signing)

**Weekend Hourly rentals (Fri, Sat, Sun)** - \$125.00 for 3hrs (min) with  
\$200.00 damage deposit (due at signing)  
\$37.50 for each additional hour

**Weekday Hourly rental (Mon-Thurs)** - \$25.00 per hour (2hr min) with  
\$200.00 damage deposit

**Seiberling Mansion & Elliott House**

\$700.00 Rental Fee (see above for facility information).

\$200.00 damage deposit is due at signing.

For rehearsals, weddings and events held in the Seiberling Mansion, there is an additional fee to cover the cost of staff supervision. The surcharge is \$50.00 for the first two hours, plus \$25.00 for each additional hour or any part thereof. The supervisory fee is paid directly to the supervisory staff.

**Museum Grounds or Seiberling Porch**

\$200.00 Rental Fee for One Day is due at signing

\$200.00 Damage Deposit is due at signing.

**Howard County Historical Society**  
**RENTAL APPLICATION**

Please read the accompanying regulations before submitting this application. Reservations are handled on a first come, first served basis. Historical Society staff will review the completed application and notify you of its status. Once approved, a signed contract and payment of the damage deposit are required to complete the reservation. Until the deposit and rental fee are received, there is no reservation.

**NAME:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**HOURS:** (begin and end time incl. set-up and take-down) \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

**Will alcohol be served?** \_\_\_\_\_

**Will food be served?** \_\_\_\_\_

**Facilities to be used:** Seiberling Mansion: \_\_\_\_\_ Elliott House: \_\_\_\_\_  
Mansion Porch: \_\_\_\_\_ Grounds: \_\_\_\_\_

**Number of people expected to attend:** \_\_\_\_\_

**Number of tables and chairs available: 10 Tables 60 Chairs**

**Supervisory Personnel** \_\_\_\_\_

**I have read and accept the terms of rental, including the attached policies and regulations, and agree to abide by them.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Damage Deposit: \$200.00** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Key #** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Date Returned:** \_\_\_\_\_

**HOWARD COUNTY HISTORICAL SOCIETY  
RENTAL REFUND and DAMAGE DEPOSIT POLICIES**

All Rental Fees serve as a reservation, to hold the date of the user's event. The Damage Deposit is due at signing for the rental. All food and decorations must be removed from the building when you leave at the close of your rental day. To assure the return of your damage deposit, please leave the building as you found it. If there is no damage to the property or disorderliness of either conduct or materials, the damage deposit will be returned within five (5) business days after your event.

The user is responsible for all damage, expenses, or loss in excess of the damage deposit caused by any person participating in, or providing services or goods for the event. In the event that damages exceed the damage deposit the users will be charged on a time and materials basis.

Rental Fees are non-refundable if the event is cancelled the week of your reserved date. In the event of a cancellation more than one (1) week out from your event date, 50% of your rental fee will be retained. If the Historical Society is unable to provide the facilities for use because of a reason beyond its control, the Society and user are excused from contract, and the Society will refund all amounts previously paid by the user.

Initial\_\_\_\_\_

Date\_\_\_\_\_

## **Howard County Historical Society Rental Rules**

1. Smoking is prohibited in or near the buildings.
2. No illegal substances or activities are permitted.
3. The use of alcoholic beverages is limited to beer and wine with permission from the historical society and within the requirements of the law. The historical society is not responsible for obtaining or maintaining alcoholic beverage permits for events other than its own.
4. Events held inside the museum are limited to 50 people. Events held inside the Elliott House are limited to 50 people. All children attending the event must remain under adult supervision at all times.
5. The Howard County Historical Museum is located in a residential area, and common courtesy toward our neighbors is expected. Loud noise and music that are inappropriate for the neighborhood, that generate complaints, or that violate city noise ordinances are not permissible.
6. The Howard County Historical Society reserves the right to refuse any and all rental requests.
7. Any member of the museum staff or the Board of Trustees has the right to make any decision necessary, including termination of the event, to protect Museum property, visitors or participants. The user agrees to abide by any decisions pertinent to the event made by museum representatives prior to, during, or after the event.
8. The facilities are to be left in the same condition in which they were found. No materials used for decoration or display will remain after the event. All trash containers are to be emptied and carried out to the dumpsters on W. Walnut Street.
9. Set up and take down is the responsibility of the renters. Set up for the event may occur on the day before the event only with the Director's permission. All advance deliveries must be cleared with the director.
10. Clean - up and take down must occur immediately following the event.
11. Decorations must be approved by the Director. Decorations must be attached or set up in such a way that they leave no evidence of having been present once they have been removed.

12. Neither the user nor anyone connected with the event shall move or handle any museum artifacts. Any changes to the facilities to accommodate the event will be at the discretion of the director.

13. The user is legally and financially responsible for the theft of or damage to any artifact including but not restricted to the museum/facilities including damage to the museum/facilities structure itself, caused by the user, his employees, agents, or persons under his control or supervision. If suit must be brought to enforce any provision of this agreement all parties renting agree to pay attorney fees, cost and interest. All physical barriers in the museum will be respected.

14. Food and beverages are prohibited in the museum at all times unless under the control and supervision of the museum staff. Food and beverages are allowed on the museum porch, the grounds and inside the Elliott House.

15. There shall be no open flames allowed in the museum or Elliott House. Forfeiture of Damage Deposit will result if disregarded.

16. Parking is available in the visitor's lot west of the Seiberling Mansion and west of the Elliott House. The service drive may be used for loading and unloading only.

17. The museum is open Tuesday- Sunday from 1-4 p.m. Events must not interfere with visitor's access to the museum.

18. If the user would like a guided tour of the museum. He/she must give the staff two weeks notice to allow time to procure a tour guide.

19. The user shall hold neither the Howard County Historical Society, the Howard County Board of Trustees, or the Howard County Government nor its employees or volunteers responsible or accountable for any accidents, damages, including but not restricted to consequential damages, injuries, thefts, or acts of vandalism which may occur before, during or after the event.

Should a problem arise please call Bill Baldwin, Caretaker, at 434-3031

If Bill is unavailable please call one of the numbers listed below.

Sharon Carter, Office Manager 438-8323

Dave Broman, Executive Director 438-1864

## **Howard County Historical Society Kitchen Rules for Renters and Caterers**

- You are responsible for cleaning the kitchen. This includes all food spilled in the refrigerator, on the stove top and in the oven.
- Forfeiture of the damage deposit will result if the staff has to clean the kitchen following your rental.
- Renters, be sure your caterer and family members who are responsible for clean-up and locking the building are aware of the contract rules.
- Please leave the facility in the same condition in which you found it prior to your rental.
- All decoration and food items must be removed from the facilities, immediately following your rental. Nothing may be left in the building over night.

Thank you for your cooperation.